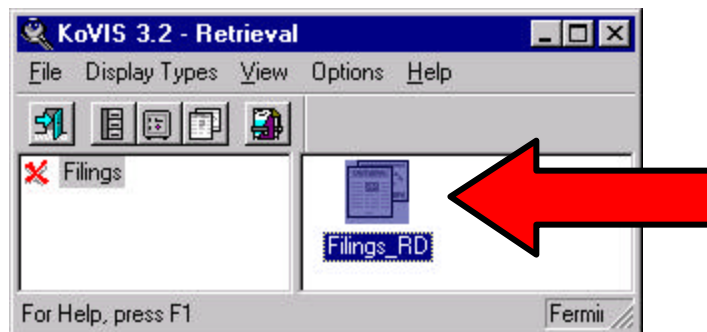


INSTRUCTIONS FOR VIEWING CD ROMS

Load the Compact Disk (CD) into any standard PC Compact Disk Drive label side up.

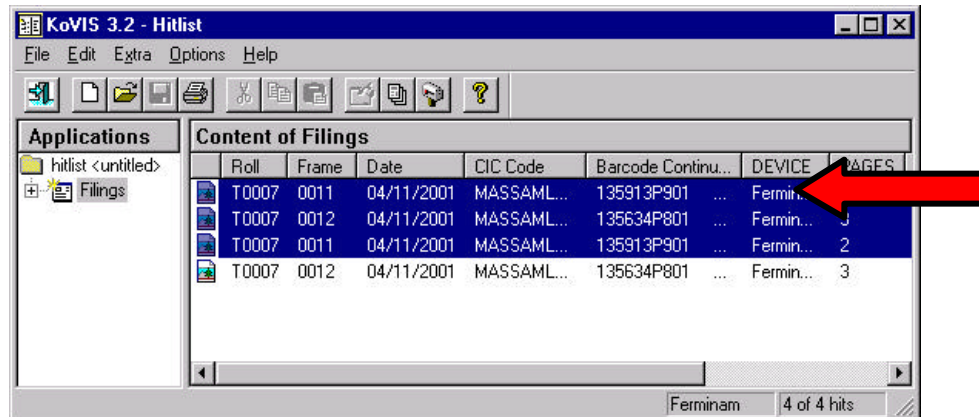
If the program does not automatically run when you insert the CD, you can manually run the program as follows: “Right-click” START, Explore, Open your CD ROM-Drive. Double-click the APP_SPEC\PROG folder. Double-click the EPIMGVW.EXE program. (This needs to be done just once to register the viewer program.) Double-click the EPRETCD.EXE program.

The KoVIS Retrieval window will open. Double-click on the Filings_RD icon to open a search screen.

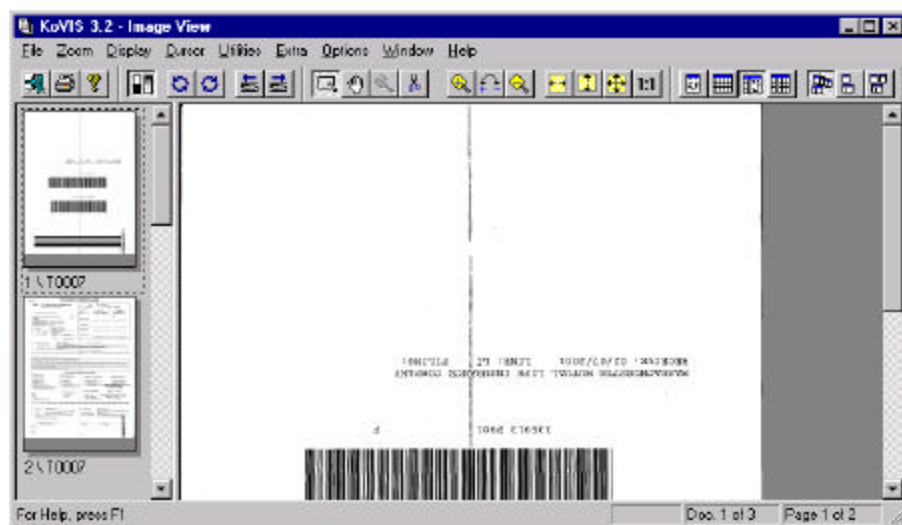


From here you may enter a Reel (Roll) and Frame Number in the corresponding Roll and Frame fields exactly as they appear on the OIC's *List Selected Filings* printout. Press Enter or the *Start* button.

A HIT LIST window will appear. Double click on the line item you wish to view. (It may take a moment for the Image Viewer to appear.)



The Image Viewer is displayed.
















The example shown is the List/Single Image view.

There are several new features in Kovis for viewing options.

- ? **Single Page View:** To Scroll to the next page press the ? key. To Scroll to the previous page, press the ? key.
- ? **Thumbnail Array View:** This view will show up to 21 pages at a time. To view a particular page, double-click the page.
- ? **List/Single Image:** In this view, the filing's pages will be lined up on the left side of the screen, while one page at a time can be viewed in the main window. To view a different page, click on a different thumbnail.
- ? **List/Thumbnail Array:** This view is similar to List/Single Image except the pages are laid out in rows. To view a particular page, just double-click on it.

HINTS

	Allows you to send the image to the printer or ask for help.
	Allows you to rotate the image counter clockwise or clockwise.
	Lightens or darkens the image
	Allows you to zoom in on a portion of the image. With this tool, click the upper left corner of the image and drag down and to the right to select a portion of the image
	With this tool, use the mouse. Click and drag and the image will move
	Use this tool to select a portion of the image and place it on your clipboard for pasting into another application.
	The “+” enlarges the image and the “-“ reduces the image. If you have zoomed into a portion of the image, the “+”-“ (center icon) toggles between the two views.
	Fits the image horizontally, vertically, both, or original size.
	<ul style="list-style-type: none"> Single pages. Press <Page up> and <Page Down> to move between documents. Use the cursor keys to navigate to the first (up arrow), last (down arrow), previous (left arrow) or next (right arrow) image.
	<ul style="list-style-type: none"> Displays all images in all documents as thumbnails. Double click the thumbnail to open a large window for the image.
	<ul style="list-style-type: none"> Displays images as in the picture above with thumbnails on the left and a large display window on the right. Scroll down the thumbnails and then click any thumbnail to display the image.
	<ul style="list-style-type: none"> Displays a separate row of thumbnails for each document. Scroll to the right to see additional pages. Double click the thumbnail to open a large display window.
	<ul style="list-style-type: none"> When clicking on a thumbnail, every thumbnail you select can be placed in its own window, or you can have one display window (with each double click causing the image to change), or you may have two display windows (each time you double-click a thumbnail, the enlarged image will toggle from one display window to the next). You may find that the display windows cover some thumbnails. Just click on any area of the thumbnail display. When you do so the display windows will temporarily disappear. Double-click the next thumbnail and the display windows will re-appear.

Search Screen Hints

? There are two special characters – the “?” is a position holder and allows any character in that position. The “*” is a wildcard character and indicates any number of characters and can be used in the beginning or the end of specified characters.

? Thus if you wanted to find any CIC Code that began with “CIGNA”, enter “CIGNA*”. To find a CIC Code that had the characters “234” somewhere within the code, enter “*234*”. If you wanted the 5th and 6th position of the CIC Code to equal “TH” you can enter “????TH*”.

? Note the drop down box that follows each value. The equal signs can be changed to “<”, “>”, “-“, or other symbols. This allows you to select all Frames greater than “0100”.

? The “-“ indicates a range of values. For instance, after choosing a frame of “0100”, click on the drop down box. Change the symbol to “-“. Press the <TAB> key. Another space will be displayed for you to enter another frame, e.g. “0200”. This would retrieve all frames from 100 to 200 inclusive

Miscellaneous Hints

? You can change the width of any column by placing the mouse on the vertical bar “|” between the column headings. The mouse will change to a “cross hairs” symbol. Double click to automatically size the column (or) click and drag the column width to the width desired.

? Use the scroll bars to move left and right or up and down.

? You can double-click a specific row to get the images for that document.

? You can also click on one row and then hold down the <SHIFT> key and click on another row to select all rows between the two mouse clicks. You can also select or deselect individual rows by holding down the <CTRL> key and clicking on a row. Once you have all of the rows you want to see highlighted, press the <ENTER> key to have all images for all selected documents displayed at once.